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23 March 1973

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
General Counsel
Inspector General
Legislative Counsel
Director of National Estimates

SUBJECT: Telephone Answering Procedures

1. Attached is an advance copy of [REDACTED] on the above subject which I have approved for distribution later next week.

25X1A

2. Also attached is a list of guidelines developed by the Central Cover Staff to assist you in instructing those elements of your component that have conditions of cover to maintain to comply with the revised procedures.

25X1A

[REDACTED]
HAROLD L. BROWNMAN
Deputy Director
for
Management and Services

Attachments: 2

cc: DD/M&S Office Directors

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